

STEPS TO LOG IN TO THE NIAS PORTAL, PAYMENT AND PRINTING OF APL

This is to inform our dear esteemed members that the printing of APL certificates will henceforth be done electronically. This implies that you would be required to log-in to the NIAS portal with login details provided, then make payment via card payment, USSD and bank transfer. After payment, you can then follow the rest of the steps and print your certificate at your convenience.

We have to proceed to this level to phase out the printing of all certificates at the office and therefore avoid the bottle neck and hitches hitherto experienced before individual certificates are received.

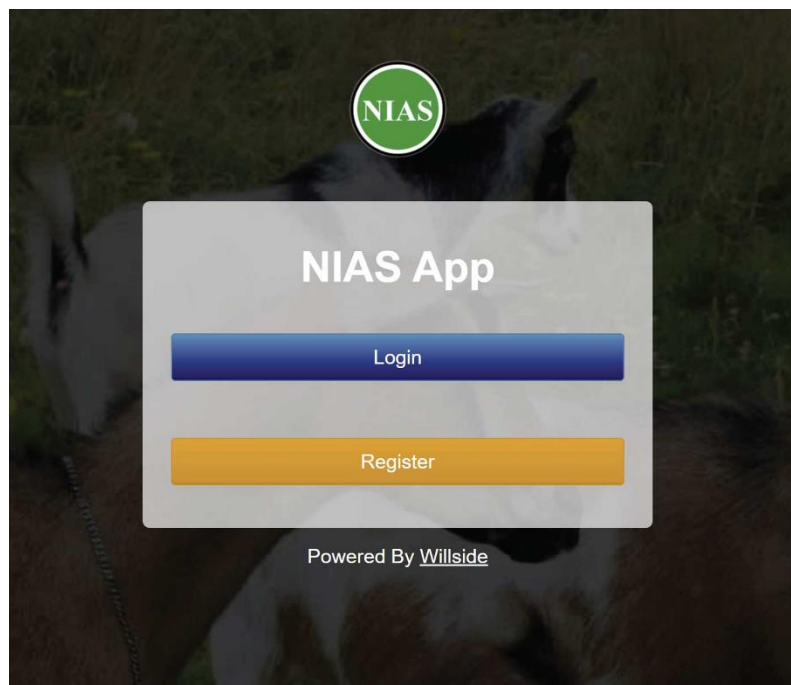
NOTE:

- 1) Your log in details will be sent to your phone numbers via SMS (If you have changed your phone contact please notify the ICT immediately).
- 2) Only those members who have met the MCPE requirement in the previous year and those officially exempted are eligible to obtain the APL for the current year.

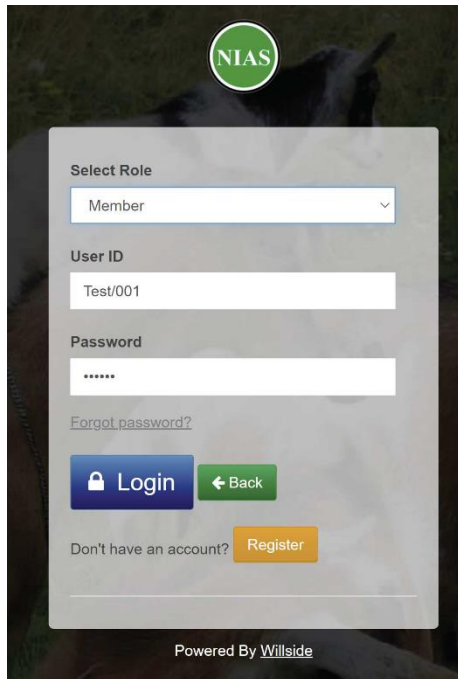
STEPS TO MAKING PAYMENT AND PRINTING OF APL CERTIFICATES

Step 1: Log in to the institute website: www.nias.gov.ng

On the menu tab click on NIAS portal



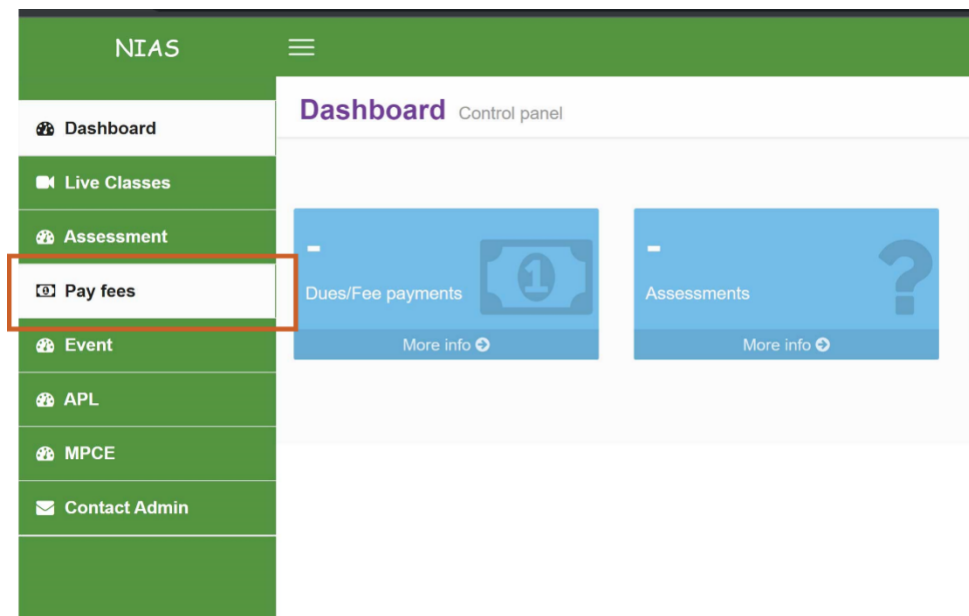
Step 2. After you click on login, select your user role. i.e member. Fill in your RAS number and password e.g USER ID: **RAS/your number**, Password: **password** and click on the login button



The image shows a login form for NIAS. At the top is the NIAS logo. Below it is a 'Select Role' dropdown menu with 'Member' selected. Underneath are input fields for 'User ID' (containing 'Test/001') and 'Password' (masked with dots). There is a link for 'Forgot password?'. At the bottom of the form are two buttons: a blue 'Login' button with a lock icon and a green 'Back' button with a left arrow. Below the form is a link 'Don't have an account?' and an orange 'Register' button. At the very bottom, it says 'Powered By Willside'.

Step 3:

On the landing page/dashboard, click on the pay fees item on the menu



Step 4: Select the year and relevant fee items you wish to pay for and click add to

NIAS 2ND Q

Dashboard Control panel

Fee Payment Categories

Select Year 2023 Select the year for the fee item

	Fee Title	Amount	Frequency	Month (for monthly fees)
<input type="checkbox"/>	APL Fee	₦5,000	Yearly	
<input type="checkbox"/>	Annual Conference Fee	₦10,000	Yearly	
<input type="checkbox"/>	Registration Fee	₦10,000	Yearly	

[Add to payables](#)

payments

Step 5: You should now have the fee items on the second table (see below). Go ahead and tick the ones you wish to pay for and click the pay online.

payable fees You can delete an item by clicking on action->delete

	Fee Item	Fee Frequency	Amount	Discount	Amount Due	
<input checked="" type="checkbox"/>	APL Fee(2023)	Yearly	5000	0	5000	Action
Total			₦0	₦5,000	₦0	₦5,000

Payment Method Pay Online

remita **Master Card** **VISA**

[Pay Online](#)

Step 6: On the next page, click on the pay button to make payment.

This should pop up the Remita payment dialog, giving you several payment options

Please confirm the payment below

Fee Title	Amount
APL Fee	₦5,000
Total	₦5,000






Pay


Step 7: Select your preferred payment option and go ahead to make payment.


Once the payment is successful, you will be redirected to the fee history page. On that page, you should see the most recent payment on the payment history section


SELECT A PAYMENT OPTION


 Card 


 Bank Account


 Bank Branch


 USSD


 Internet Banking

 Remita

 Wallet

 **NEW** eNaira

 Phone Number

 **NEW** Bank Transfer

e-Payment

CARD NUMBER

1234 5678 9012 3456

EXPIRY DATE

MM / YY

CVV

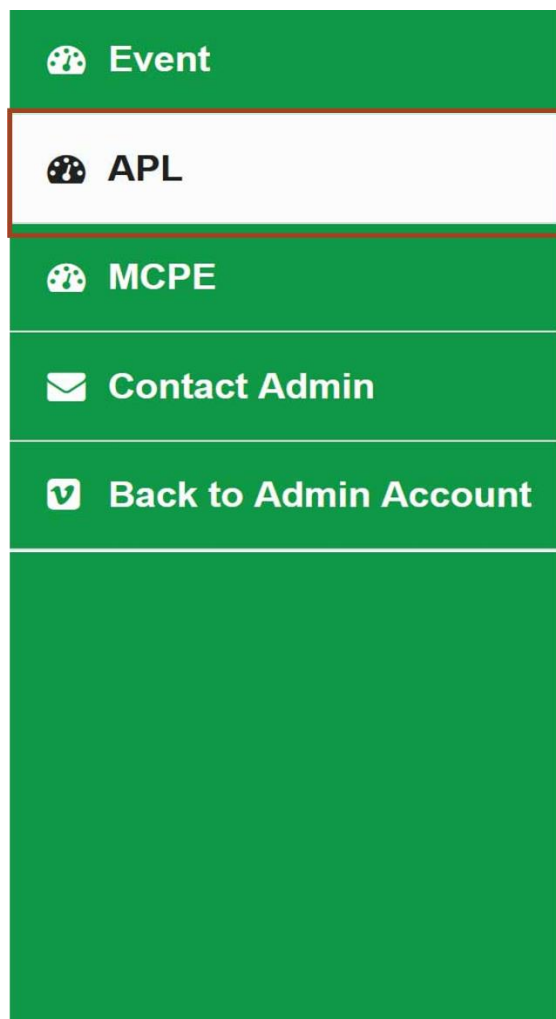
123

Service Charge: NGN 241.88

Pay NGN 15,241.88

Payment History							
Filter Payments:		Active ▼					
RRR	Fee Item	Payment Method	Amount Paid	Date Paid	Remarks	Date Created	Action
330795318133	APL Fee(2023)	Online	₦5,000.00	2023-04-10		Mon, April 10 2023 5:56 AM	Action ▼
Total Paid: ₦5,000.00							

After you have paid, you can go ahead to print your APL by clicking on APL on the menu below.



Select the year you paid for (Usually the current year) and click the 'get license'.

Annual Practicing License

Select Year

Print

2022

Get License

2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023

Click the print button to print the certificate.

Print

Be sure to set the paper size to A4 on the print preview



NIGERIAN INSTITUTE OF ANIMAL SCIENCE

Established by Act No. 26 of 2007 as amended 2015



Annual Practising License

2022

This is to certify that



John, Doe

Note: That certain fee items like the APL attracts a fine if you are paying late. For the APL fee, if you are paying for a previous year other than the current year, you will have to also pay a fine.